

# Quotation Request //

## US Government Publishing Office

Dallas Regional Office  
1100 Commerce Street, Room 731  
Dallas TX 75242-

**JACKET:647-237**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 07/08/2022**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** 798671 - Layout and Design Services for MSC Annual Report

**QUANTITY:** 1 complete file in both native and PDF format.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to [dprzybylowicz@gpo.gov](mailto:dprzybylowicz@gpo.gov).

**TRIM SIZE:** N/A

**PAGES:** 158 pages of digital content.

**SCHEDULE:**

Furnished Material will be available for pickup by 07/08/2022

Deliver complete (to arrive at destination) by 07/28/2022

F.O.B. contractor's city/origin - See Below

Contractor must notify the ordering agency on the same day that the product mails via e-mail sent to [shaughn.cullop@dla.mil](mailto:shaughn.cullop@dla.mil) and [dprzybylowicz@gpo.gov](mailto:dprzybylowicz@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 647-237 and Req. 2-100762K-798671". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised Jan. 2018.

**QUALITY LEVEL:** N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Contractor to use industry standard desktop publishing software, e.g., Adobe InDesign, and associated professional publishing /graphic design programs to include Adobe Photoshop, Adobe Illustrated, and similar

software. These files will be considered and referred to as the native file(s).

**Secure Data Transmission:** The elements must be transmitted via secure FTP means and methods in accordance with DLA security/privacy regulations.

It is anticipated that the contractor will be required to and submit an DLA Data Transfer Agreement during the term of this contract to assure secure handling and processing of the performance of this contract. The

contractor will be required to invest the time, effort and materials required to satisfy the required FTP security at no additional cost to the Government.



**PROOFS:**

Contractor to include TWO rounds of proofs in quote. Additional rounds after the initial two will be charged at the contractor's additional rate.

Email proofs on or before July 13, 2022, to [shaughn.cullop@dla.mil](mailto:shaughn.cullop@dla.mil); contractor must also copy contract administrator at [dprzybylowicz@gpo.gov](mailto:dprzybylowicz@gpo.gov). GPO jacket number 647-237 must appear in the "Subject" line of the email.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

**BINDING:**

See Description.

**DISTRIBUTION:**

Files must be uploaded to agency's FTP site on or before July 22, 2022.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://www.contractorconnection.gpo.gov>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

**COMPLIANCE REPORTING:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov) or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

**Attachment(s):** NONE